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# Scheduling a Ceremony in Seattle Parks

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**Seattle  
Parks & Recreation**

healthy people healthy environment strong communities

Due to COVID-19,  
we are not  
allowing in-office  
visits at this time.

## Event Scheduling Office

Seattle Parks & Recreation  
300 Elliott Ave W, Suite 100  
Seattle, WA 98119

Office: 206-684-4080, Opt. 2

Email: [SPRevents@seattle.gov](mailto:SPRevents@seattle.gov)

Website: [www.seattle.gov/parks/reserve/  
outdoor-ceremony-reservations](http://www.seattle.gov/parks/reserve/outdoor-ceremony-reservations)

*Seattle parks and gardens make lovely and inexpensive outdoor venues for special ceremonies. Choose from an array of quiet gardens, picturesque viewpoints, open meadows, and intimate natural settings.*

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## Making a Reservation

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*Our event scheduling staff are here to assist you in getting your ceremony permit.*

### 1. Choose a Site

We encourage you to visit Seattle parks and gardens. Maps and other material are available to aid your in your search. You can download information from the Parks' website.

#### A to Z Park List:

[www.seattle.gov/parks/find/parks/parks-a-d](http://www.seattle.gov/parks/find/parks/parks-a-d)

#### Ceremonies Website:

[www.seattle.gov/parks/reserve/outdoor-ceremony-reservations](http://www.seattle.gov/parks/reserve/outdoor-ceremony-reservations)

### 2. Complete an Application

We strongly recommend choosing a few alternate dates and/or locations in case your first choice is not available. If a requested date or location is not available we will contact you to assist you in searching additional options.

In general, we schedule one ceremony per day, per park with the exception of Parsons Gardens and Kubota Garden, where there are three time frames to choose from.

### 3. Application Lottery Process (Email or U.S. Mail)

Applications are accepted as early as the first business day of the month one year (12 months) in advance. Applications are processed on the first business day of the following month, 11 months in advance by random lottery drawing. A confirmation is emailed back to you by the fifth business day of the month, 11 months in advance. All applications received outside of this process will be processed based on first-come, first-served availability.

### 4. Payment

Due to COVID-19, payments are now due two weeks prior to your event date and must be made online by computer with a credit/debit card. If mailing a check please allow an extra week for delivery. If parks and facilities reopen and things return to normal, we will revert back to standard payment processes and contact you for immediate payment.

### 5. Permit

Your final permit will be emailed to you two weeks prior to the event. If your initial application information has any changes, you must notify our office at least one month prior to your event.



## 2021 Fees and Charges

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### All Fees are Non-Refundable once paid

We accept Visa, MasterCard, American Express, Discover, Diners Card, and checks by mail.

\$25 Non-Sufficient Funds Check Fee.

### Parks Ceremony

#### Most Parks:

- \$135 per hour with two-hour minimum

**Alki Beach Park, Golden Gardens Park, Hamilton Viewpoint, Sunset Hill Viewpoint, and Volunteer Park:**

- \$170 per hour with two-hour minimum

**Parsons Garden and Kubota Garden:**

- \$200 per hour with three-hour minimum.
- \$30 per hour fee for Parks Attendant.

#### Discovery Park:

- \$135 per hour with two-hour minimum.
- \$30 per hour fee for Parks Attendant.

**Volunteer Park Conservatory and Washington Park Arboretum:**

- \$170 per hour with two-hour minimum.
- \$30 per hour fee for Parks Attendant.

### Rescheduling Fee

- \$25 fee to change ceremony date or location (*once ceremony fee has been paid*) within the same calendar year.

### Picnic Fees

- Depending on location and size of your event, shelter and/or picnic table fees may apply.

### Catering Fee

- \$75 fee if you hire a catering company to come into the park and provide service, if park allows.
- Insurance required

### Special Equipment Fee

- \$75 fee if you setup any special equipment such as canopies/tents over 20'x20', stages, etc.
- Insurance required

### Attendant Fee

- \$30 per hour fee for a Parks Attendant. Depending on the scope or location of your event, we may require that you hire an attendant to monitor the park.

## General Guidelines

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### Permit:

To hold a ceremony or special event in a public park you need a permit. Permits enable us to prevent booking conflicting events. It is your responsibility to bring the required permit to the park. You will need to read, agree, and abide by the permit terms and conditions. We strongly encourage you to post your reservation signs early on the day of your event.

### Location and Access:

See pages 3-5 for site specifics. Parks remain open to the public at all times. We do not close any park to public access during a wedding or other ceremony. Ceremonies are not permitted on beaches. No vehicle access is allowed into parks.

### Timing

All setup, cleanup, and deliveries must occur within hours requested. This helps to prevent overlap between events.

### Decorations:

See pages 3-5 for site specific limitations. When staging decorations, keep the environment in mind. Do not put nails into trees or stake anything into the ground. Equipment such as canopies must be free weighted. We don't allow confetti, seeds or rice; try flower petals. Remove all decorations at the end of your event.

### Food Service:

Your ceremony permit allows you to provide your own food. If you plan to hire a caterer, a \$75 fee will apply

and insurance is required. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for that purpose on-site. Pick up or drop-off of food is not considered catering. There is NO vehicle access into parks; this includes requests for load/unload purposes. Parking spaces cannot be reserved; catering/equipment vehicles must park on a first-come, first-served basis.

### Alcohol:

The Park Code (Seattle Municipal Code 18.12.257) **prohibits alcohol** in Seattle parks. Some indoor facilities may allow alcohol permits during non-operating hours; please check with individual facilities for more information.

### Sound:

Non-amplified (acoustic) music is allowed at any park. Please check with our schedulers for amplified music/sound restrictions. All sound must be approved in advance.

### Equipment Setup:

Setup is allowed at most parks. You may arrange for chairs, canopies, or catering through private vendors. NO vehicle access is permitted. All delivery, setup and cleanup must take place within hours of your permit. Seattle Parks does not provide electricity. A \$75 fee applies for canopies larger than 400 square feet and insurance is required.

## Photos:

Your ceremony permit allows you to have photographs taken at your selected park during the hours you reserved. If you would like to take photos during other hours or at other parks an additional permit is required. A \$30 fee will apply and permits can be scheduled no more than 14 days in advance.

## Parking:

All parking is first come, first served and is not guaranteed. Parking is limited at most parks.

## Trash:

Leave your area clean; gather and remove your trash and decorations so that others will find the area ready to use.

## Insurance:

Caterer and/or Special Equipment Provider as applicable, shall provide certification of Commercial General Liability or Event Liability insurance coverage. "City of Seattle" shall be included as an additional insured for primary & non-contributory limits of liability. Minimum limits vary from \$1Million-2Million CSL per occurrence.

## Anti-discrimination:

As a matter of policy, law, and commitment, Seattle Parks does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280) Discrimination complaints can be filed with the Seattle Parks Superintendent's Office at 100 Dexter Ave. N Seattle, WA 98109 or with the Equal Employment Opportunity Office, U.S. Department of the Interior, Washington D.C. 20240.

## Access for People with Disabilities:

Within the limitations of each park site, we will, at your request, make accommodations for people with disabilities. Please arrange this through our event scheduling staff when you schedule your ceremony. For information or complaints concerning the Americans with Disabilities Act, please call Seattle Parks at 206-684-4075.



**Choosing a Location:** Nearly 500 parks to choose from, here are a few of our favorites

Specialty Outdoor Sites	Features and Specific Guidelines	Location & Capacity
<b>Discovery Park</b> 3801 W Government Way 98199	A 534-acre natural area of breathtaking majesty. It provides spectacular views of the Cascade and Olympic Mountains. For rentals inside the Daybreak Star Center call 206-285-4425 ext.1020 <ul style="list-style-type: none"><li>• No electricity or water available.</li><li>• No setup allowed, including chairs or tables (standing ceremonies only)</li><li>• Contact Event Scheduling office with questions.</li></ul>	North Bluff: 75 Chapel Lawn: 35
<b>Kubota Garden</b> 9817 55th Ave S 98118	This 20-acre Japanese garden features streams, waterfalls, ponds, bridges, and rock outcroppings. Nestled in the southeast corner of Seattle, the Kubota Terrace is a beautiful ceremony setting. <ul style="list-style-type: none"><li>• Time options: 8am-11am, 12pm-3pm, 4pm-7pm</li><li>• No electricity or water available.</li><li>• The Kubota Terrace is the only area where ceremonies are permitted. Vehicle access is limited (loading/unloading only).</li><li>• No attachment of any material to the Overlook Pavilion and its supports.</li><li>• A chemical toilet is provided for the park.</li><li>• If you scatter flower petals, pick them up.</li><li>• Rehearsal time is open on Thursdays 4:30-8:30pm</li></ul>	Kubota Terrace: 150
<b>Parsons Gardens</b> 7th Ave W & W Highland Dr 98119	This intimate, lovely garden is a hidden gem on Queen Anne's south slope. The pathways and arbor at this historic landmark add to the ceremony ambience. <ul style="list-style-type: none"><li>• Time options: 8-11am, 12-3pm, 4-7pm</li><li>• No electricity or water available.</li><li>• A chemical toilet is provided Thursdays through Sundays between June and September.</li><li>• If you scatter flower petals, pick them up.</li><li>• One 20'x20' or smaller canopy is allowed.</li><li>• Rehearsal time is open on Thursdays, 4:30-8:30pm</li></ul>	75

## Choosing a Location: Nearly 500 parks to choose from, here are a few of our favorites

Specialty Outdoor Sites	Features and Specific Guidelines	Location & Capacity
<b>Washington Park Arboretum</b> 2300 Arboretum Dr E 98112	This beautiful park features 4,000 species of trees and shrubs. For indoor rentals at the Graham Visitor Center call 206-221-2500. <ul style="list-style-type: none"> <li>No electricity or water available.</li> <li>Restrooms available for use at Graham Visitor Center.</li> <li>No setup allowed, including chairs or tables (standing ceremonies only).</li> <li>Contact Event Scheduling office with questions.</li> </ul>	Pacific Connections: 75 Woodland Pond: 25 Lookout Gazebo: 25 Lookout Pond: 50 Meadow: 70
<b>Volunteer Park Conservatory</b> 1247 15th Ave E 98112	The Conservatory is a historic greenhouse site for intimate ceremonies. <ul style="list-style-type: none"> <li>18 chairs available upon request. No additional setup allowed,</li> <li>No food or beverages allowed.</li> <li>Available after 4:15pm Tuesdays - Sundays. Events are not permitted during public hours.</li> <li>No ceremonies November through December.</li> </ul>	Seasonal House: 25
Outdoor Parks	Features and Amenities	Location & Capacity
<b>Alki Beach Park</b> 1702 Alki Ave SW 98116	Choose from the lawn near the bathhouse or the reservable picnic site, both spaces have a beautiful view of the beach and the Puget Sound. Ceremonies are not allowed on sandy beaches.	100
<b>Bhy Kracke Park</b> Bigelow N & N Comstock Pl 1215 5th Ave N 98109	This hidden gem is a three-tiered park with a view of Lake Union.	150
<b>Carkeek Park</b> 950 NW Carkeek Park Rd 98177	Ceremonies can take place at picnic areas (fees apply) or the Model Airplane field. Both have views of the Puget Sound.	Picnic areas: 150 Model Airplane field: 50
<b>Colman Park</b> 1800 Lake Washington Blvd S 98144	Colman offers a Lake Washington shoreline setting with a balcony/rail structure.	125
<b>Denny Blaine Park</b> 200 Lake Washington Blvd E 98112	This picturesque two tiered park offers a view of Lake Washington.	50
<b>Don Armeni Boat Ramp</b> 1200 Harbor Ave SW 98116	This West Seattle waterfront park with boat launch, has great views of downtown Seattle and the Puget Sound. Ceremonies are not permitted on docks or access ways. Picnic fees may apply.	Lawn areas: 150
<b>Dragonfly Pavilion</b> 28th Ave SW & SW Dakota St 98126	This hidden neighborhood park can accommodate a ceremony under the dragonfly sculpture or in the meadow below.	100
<b>Ella Bailey Park</b> 2601 W Smith St 98199	Located in the Magnolia neighborhood, this park has a large grassy lawn with panoramic views of downtown Seattle and Mount Rainier.	200
<b>Emma Schmitz Memorial Overlook</b> 4503 Beach Dr SW 98116	Emma Schmitz offers a stunning view of the Olympic Mountains and is located steps away from the Puget Sound.	30
<b>Ferdinand Street Boat Launch</b> S Ferdinand St & Lake Washington Blvd S 98118	Sweeping views of the Cascade Mountains and Lake Washington make this lakefront park perfect for a beautiful ceremony.	50
<b>Fremont Peak Park</b> 4357 Palatine Ave N 98103	Perfect for a small, intimate group, the landscape design details and territorial views will make your ceremony unforgettable.	40
<b>Golden Gardens North Meadow</b> 8498 Seaview Pl NW 98107	Located in Ballard, this expansive grassy meadow is perfect for an outdoor ceremony. Enjoy stunning views of the Puget Sound and the Olympic Mountains. Ceremonies are not allowed on sandy beaches.	200